Submitting Minutes and Agendas

❖ **Submitting a website update. How and who do I contact?**
  ➢ To ensure that updates are completed quickly, it is preferred to receive update requests via email so that we have a record of what was requested and when it was requested.
  ➢ To ensure rapid handling and accuracy, put the words 'Report Submission" in the subject line of your email.

❖ **How do I add or update reports, agendas, minutes, and/or forms for my department?**
  ➢ An electronic copy of the document is required.
  ➢ Please submit it as an attachment with the website request to secretary@martinsville.in.gov

❖ **Steps to send the monthly agenda, minutes, or other report:**
  ➢ Open your document in WORD or NOTEPAD.
  ➢ Save your copy with the following name format:

BZA_M_01_08

Name of Dept_M for minutes or A for agendas_month_year

❖ **Attach document(s) to webmail (preferred)**
  ➢ Log in to webmail
  ➢ Click Compose Email
  ➢ Click Attach
  ➢ Click Browse to find your file
  ➢ Click Attach
  ➢ Once the file shows up in the attachments window, click OK
  ➢ Add recipient to the your email and send
  ➢ You may attach multiple files to your message if needed.

OR

❖ **Send the document as an attachment from within WORD**
  ➢ On the File menu, point to Send To, and then click Mail Recipient (as Attachment)

OR, as a last resort:

❖ If you only have a hard copy, please drop it off at the Mayor's office and we will convert it into an electronic form.

  ➢ **Everyone:** Report any suggestions, corrections, and updates requests to your Department Head.
  ➢ **Department Heads:** All updates and maintenance requests must be approved by the Mayor's office through Carol Messmer via email at secretary@martinsville.in.gov or 765-342-2861.